



Ваш надійний помічник

# Project control Assistant

📍 Київ,

Рубрики: [Бухгалтерія, фінанси, облік/аудит](#)

## Побажання до співробітника

Графік роботи: повний робочий  
день

## Опис вакансії

Requirements:

### - General

- 1) Control of office supplies
- 2) Planning and ordering of needed stationery etc.
- 3) Control of payments regarding office (PR, PO creation for needed payments), work with ERP system based on Oracle.
- 4) Office mailing registration
- 6) General support

### - Project

- 1) Sites access arrangement control and support
- 2) Material management support
3. Preparation report to management and project team

Fluent English

Advanced user of PC (office software), especially Excel, Power Point

Higher education

Full time job

If you are interesting at current position, please send your English CV with title of desired position to: [ukraine@huawei.com](mailto:ukraine@huawei.com)